

Lobbyist Registration and Reporting Guide



Jesse White
Secretary of State



As Secretary of State, it is my responsibility to administer the Lobbyist Registration Act and corresponding administrative rules. To help you better understand the requirements, the Index Department has provided this *Lobbyist Registration and Reporting Guide*.

The guide outlines the registration and expenditure reporting requirements for lobbyists. Also contained are samples of the various forms needed, along with instructions on completing them, so your organization can comply with the rules. For reporting purposes, an updated list of position titles deemed to be "officials" also is included.

My office will be happy to assist you with any questions or concerns you have about lobbyist registration and disclosure. Please contact the Index Department at 217-782-0643.

Jesse White
Secretary of State

TABLE OF CONTENTS

Registration Information	1
Definitions for Registration	2
Entity Registration Statement	3
Sample Form	5
Exclusive Lobbyist Information Statement	6
Sample Form	7
Registration Tips	8
Reporting Information	9
Definitions for Reporting	11
Expenditure Summary Report	12
Sample Form	13
Non-Itemized Schedule	14
Sample Form	15
Itemized Schedule	16
Sample Form	17
Large Gatherings or Giveaways Schedule	18
Sample Form	19
Grass Roots Lobbying Statement	20
Sample Form	21
List of Officials	22

**Secretary of State
Index Department
111 E. Monroe
Springfield, IL 62756
Phone: 217-782-0643
Fax: 217-524-0930
www.cyberdriveillinois.com**

REGISTRATION INFORMATION

WHO SHOULD REGISTER?

The Illinois Lobbyist Registration Act applies to any person who, for compensation or otherwise, either individually or as an employee or contractual employee of another person, undertakes to influence executive, legislative or administrative action; and any person who employs another person for the purposes of influencing executive, legislative or administrative action (25 ILCS 170/3). You are required to register if you pay wages or salary to employees who lobby on your behalf (even if this is a small portion of their position) and/or if you hire lobbyists on a contractual basis.

The Secretary of State does not have the authority to determine whether an individual's activities fall within the purview of the Act.

DEADLINES

Registration is required by Jan. 31 of **each** calendar year during which lobbying activity will occur, regardless of the date on which an individual registers, or within 10 days of a lobbying agreement.

FEES

The registration fee is \$50 for each lobbying entity and \$50 for each registered lobbyist. However, a self-employed independent contract lobbyist who does not lobby under an assumed business name and who does not have any employees engaged in lobbying activities may submit a single annual fee of \$50 and need not pay an entity fee.

Note: Registration fees are non-refundable and non-transferable.

AMENDMENTS

If changes to the initial registration need to be made, complete the appropriate section of the Illinois Entity Registration Statement along with the date and the signature of the authorized agent and submit to the Secretary of State's Index Department. *(See Table of Contents for mailing address, fax number and Web site address.)*

DEFINITIONS FOR REGISTRATION

ADMINISTRATIVE ACTION: The execution or rejection of any rule, regulation, legislative rule, standard, fee, rate, contractual arrangement, purchasing agreement, or other delegated legislative or quasi-legislative action to be taken or withheld by any executive agency, department, board or commission of the state.

AUTHORIZED AGENT: Person designated by the registered entity to be responsible for filing expenditure reports and notifying the Index Department of any changes in that entity's registration (i.e., change of address, addition/deletion of lobbyist or client).

CLIENT: Any corporation, association or person that hires a lobbyist or a lobbying entity to lobby on its behalf. Clients must also be registered in accordance with the Lobbyist Registration Act (25 ILCS 170/3).

CONTRACTUAL LOBBYIST: Person/firm that is hired by one or more entities to lobby on its behalf. Contractual lobbyists must also be registered in accordance with the Lobbyist Registration Act (25 ILCS 170/3).

ENTITY: Business or association, etc., that will be represented by a lobbyist to influence officials. Entities must be registered in accordance with the Act (25 ILCS 170/3).

EXCLUSIVE LOBBYIST: Employee of a registered entity who engages in direct lobbying communication for that entity regardless of the number of hours per week devoted to lobbying.

EXECUTIVE ACTION: The proposal, drafting, development, consideration, amendment, adoption, approval, promulgation, issuance, modification, rejection or postponement by a state entity of a rule, regulation, order, decision, determination, contractual arrangement, purchasing agreement or other quasi-legislative or quasi-judicial action or proceeding.

LEGISLATIVE ACTION: The development, drafting, introduction, consideration, modification, adoption, rejection, review, enactment, or passage or defeat of any bill, amendment, resolution, report, nomination, administrative rule or other matter by either house of the General Assembly or a committee thereof, or by a legislator. Also, the action of the Governor in approving or vetoing any bill or portion thereof, and the action of the Governor or any agency in the development of a proposal for introduction in the legislature.

ENTITY REGISTRATION STATEMENT

List the registration year in the top right-hand corner. Check which type of registration you are submitting. The first registration of the year should be marked as an annual registration. All other registrations submitted after that should be listed as amended registrations. (*See page 5 for form.*)

SECTION I - ENTITY NAME AND ADDRESS

List complete name and address of registering entity as it should appear on the lobbyist list. Please do not use acronyms.

SECTION II - AUTHORIZED AGENT NAME AND ADDRESS

List your entity's authorized agent's name and address.

Note: All correspondence from the Index Department will be sent to the authorized agent only. The authorized agent is the individual who is designated by the registered entity to be responsible for the accurate submission of all lobbyist registration and expenditure reports. The authorized agent must also notify the Index Department of any additions/deletions of contractual or exclusive lobbyist(s), a change of entity address, a termination of entity's lobbying status, or any change in authorized agent information.

SECTION III - CONTRACTUAL LOBBYIST(S) (If applicable)

List all contractual lobbyist(s) and their employing entity who have been hired to perform lobbying services on behalf of the registered entity listed in Section I.

Mark the appropriate box to indicate whether the intent is to commence or terminate lobbying status of the contractual lobbyist(s).

All contractual lobbyists listed in this section must also be registered with the Index Department in accordance with the Lobbyist Registration Act (25 ILCS 170/3).

SECTION IV - CLIENT(S) (If applicable)

List all clients who have retained the registering entity listed in Section I to perform lobbying services.

Mark the appropriate box to indicate whether the intent is to commence or terminate the status of the client.

All clients listed in this section must also be registered with the Index Department in accordance with the Lobbyist Registration Act (25 ILCS 170/3).

SECTION V - DESCRIPTION OF LOBBYING INTENT

Briefly describe the executive, legislative or administrative action(s) that the registered entity in Section I intends to perform.

CERTIFICATION

The entity registration statement must be signed and dated by the designated authorized agent listed in Section II.

NOTE: Each entity must pay the \$50 registration fee required by statute (25 ILCS 170/5).

Return completed forms to:
Secretary of State, Index Department
111 E. Monroe
Springfield, IL 62756
Phone: (217) 782-0643
Fax: (217) 524-0930
http://www.cyberdriveillinois.com

ILLINOIS ENTITY REGISTRATION STATEMENT

____ REGISTRATION YEAR
(Check one)
____ Annual Registration
____ Amended Registration

SECTION I: ENTITY NAME & ADDRESS (As should appear on the Lobbyist List)

Name: _____
Address: _____
Phone: _____ Fax: _____

SECTION II: AUTHORIZED AGENT NAME & ADDRESS (All correspondence will be sent to the authorized agent's address only)

Authorized Agent Name: _____
Mailing Address: _____
Phone: _____

SECTION III: CONTRACTUAL LOBBYISTS (If applicable, list all contractual lobbyists and their employing entity, exclusive lobbyists are not to be listed in this area)

1. _____ (☐ Commence (☐ Terminate
2. _____ (☐ Commence (☐ Terminate
3. _____ (☐ Commence (☐ Terminate
4. _____ (☐ Commence (☐ Terminate

SECTION IV: CLIENTS (If applicable, list all corporations, associations, etc. which retained the entity listed in Section I above to lobby on their behalf)

- | | | | |
|--|-----------------------|--|--|
| (<input type="checkbox"/> Commence (<input type="checkbox"/> Terminate | | (<input type="checkbox"/> Commence (<input type="checkbox"/> Terminate | |
| 1. Client Name: _____ | 3. Client Name: _____ | | |
| Client Address: _____ | Client Address: _____ | | |
| _____ | | _____ | |
| (<input type="checkbox"/> Commence (<input type="checkbox"/> Terminate | | (<input type="checkbox"/> Commence (<input type="checkbox"/> Terminate | |
| 2. Client Name: _____ | 4. Client Name: _____ | | |
| Client Address: _____ | Client Address: _____ | | |
| _____ | | _____ | |

SECTION V: DESCRIPTION OF LOBBYING INTENT (Check all that apply) (☐ Executive, (☐ Legislative and/or (☐ Administrative Brief written description of the lobbying activity which the registrant intends to perform:

CERTIFICATION

I do affirm that the information contained in this report is true, complete and accurate to the best of my knowledge.

ENTITY # _____

SIGNATURE OF AUTHORIZED AGENT

DATE

- EACH ENTITY MUST PAY THE \$50.00 REGISTRATION FEE REQUIRED BY STATUTE (25 ILCS 170/5).

This blank form may be copied if additional space is needed.

Secretary of State, Index Department
Revised 8/31/02

FOR OFFICE USE ONLY

EXCLUSIVE LOBBYIST INFORMATION STATEMENT

SECTION I - LOBBYIST INFORMATION

List the name and address of the individual who performs lobbying activity on behalf of the entity listed in Section I of the Entity Registration Statement.

SECTION II - NAME AND ADDRESS OF ENTITY EMPLOYING LOBBYIST

List the complete name and address of the registered entity employing the lobbyist.

SECTION III - PHOTO OF EXCLUSIVE LOBBYIST

Attach a current photo of the lobbyist in the space provided. A photograph must be submitted each year for each exclusive lobbyist. **Registrations will not be accepted without a photo.** For your convenience, a photocopy of a current picture is acceptable. Additionally, the lobbyist must sign and date the bottom of the form.

NOTE: Each exclusive lobbyist must pay the \$50 registration fee required by statute (25 ILCS 170/5).

(Check one)
☐ Commence
☐ Terminate

ILLINOIS EXCLUSIVE LOBBYIST INFORMATION STATEMENT

SECTION I: LOBBYIST INFORMATION (Complete for each exclusive lobbyist registering)

Name: _____

Address (Home or Business): _____

SECTION II: NAME & ADDRESS OF ENTITY EMPLOYING LOBBYIST

Entity Name: _____

Entity Address: _____

SECTION III: PHOTO OF REGISTERING EXCLUSIVE LOBBYIST

Attach Photo Here

A current photo must be submitted each year.

Registrations will not be accepted without a photo.

(A photocopy of a current photo is acceptable)

SIGNATURE OF LOBBYIST

DATE

* EACH EXCLUSIVE LOBBYIST MUST PAY THE \$50.00 REGISTRATION FEE
REQUIRED BY STATUTE (25 ILCS 170/5).

This blank form may be copied if additional forms are needed.

Secretary of State, Index Department
Revised 8/31/02

ENTITY # _____

FOR OFFICE USE ONLY

REGISTRATION TIPS

- 1) All registrations expire on Dec. 31 of each calendar year for which this form was submitted, regardless of the date of registration.
- 2) You must re-register by Jan. 31 for each year during which lobbying activity is anticipated.
- 3) Registrations may be terminated **before** Dec. 31 if the Index Department is notified in writing by the authorized agent and a final expenditure report is submitted with the termination.
- 4) The registration fee is \$50 per entity and \$50 per individual who lobbies exclusively for that entity.
- 5) All clients and contractual lobbyists listed on an entity's registration must be registered with the Index Department.
- 6) Submit only **one** check for the total amount owed by your entity.
- 7) Client or lobbyist additions must be filed with the Index Department within 10 working days of an agreement to conduct any lobbying activity.
- 8) Changes to a registration, such as a change of mailing address or authorized agent, must be filed with the Index Department within 30 days. Forms for making these changes are available at the Index Department or on the Secretary of State Web site.
- 9) A change of authorized agent attachment must accompany all registration statements and expenditure reports that are signed by someone other than the current authorized agent of the entity.

Copies of the Lobbyist Registration Act (25 ILCS 170) and the Illinois Administrative Rules (2 Ill. Adm. Code 560) are available upon request by contacting the Index Department at (217)782-0643 or at **www.cyberdriveillinois.com**.

REPORTING INFORMATION

WHO SHOULD FILE?

Any lobbying entity registered with the Secretary of State Index Department is required to file expenditure reports for each calendar year registered.

The entity's authorized agent should file one combined report for all lobbyists registered exclusively under that entity.

An expenditure report must be submitted even if there were no reportable expenditures incurred for that reporting period.

WHO REPORTS EXPENDITURES?

Who reports expenditures is determined by who actually paid for the expenditure. Specifically:

- If an expenditure is made by a registered entity or by that entity's exclusive lobbyist, the expenditure is reported by the registered entity.
- If an expenditure is made by a contractual lobbyist and the lobbyist was not reimbursed by a client, the contractual lobbyist reports the expenditure.
- If an expenditure is made by a contractual lobbyist and the lobbyist was reimbursed by a client, the expenditure should be reported by the client.

DEADLINES

A semi-annual report is due by July 31 for expenditures incurred during the period of Jan. 1 - June 30, or the final day of the spring legislative session, whichever is later.

An annual report is due by Jan. 31 for expenditures incurred during the entire previous calendar year. The annual report is a **cumulative report** and should include expenditures from the semi-annual report.

Forms will be mailed to the authorized agent in advance of the reporting deadlines.

AMENDMENTS

If changes to a previously filed expenditure report need to be made, complete the necessary schedule(s) and appropriate section(s) on the Expenditure Summary Report. The report should be marked “amended” and include the date and notarized signature of the authorized agent.

NOTIFICATION OF OFFICIALS

Effective Jan. 1, 1999, any lobbyist who reports an expenditure is required to send two notifications to each official on whose behalf that expenditure is made during the reporting period:

At least 25 days prior to the filing deadline for the report, (Jan. 6 for the annual report and July 6 for the semi-annual), lobbyists shall notify each official for whom an expenditure will be reported. This notification should include the total amount of each expenditure, the date on which each expenditure was incurred and, if applicable, the subject matter of the lobbying activity. Lobbyists may either provide an official with a copy of the report or a separate notification pertaining to the expenditures of that official only (2 Ill. Adm. Code 560.371).

Within 30 days after a filing deadline (March 2 for the annual report and Aug. 30 for the semi-annual report), lobbyists shall again notify each official for whom an expenditure was reported. This notification should include the name of the registrant, the total amount of the expenditure, the date on which the expenditure occurred and, if applicable, the subject matter of the lobbying activity.

LATE FEES

Entities failing to file an expenditure report by the above deadlines will be subject to late fees. Any report received within 15 days after the deadline must include a \$50 late fee. Any report received after 15 days of the deadline must include a \$150 late fee.

FAILURE TO FILE

Lobbying entities are required to file all reports with the Index Department by the deadlines previously stated. If an entity fails to meet these deadlines, late filing fees will be assessed. A Notification of Filing Delinquency will be mailed to the authorized agent of the entity. Failure to respond to this notice shall result in notification to the Office of the Attorney General.

TERMINATION OF ENTITY REGISTRATION

Written notification of registration termination and a final expenditure report must be submitted to the Index Department.

DEFINITIONS FOR REPORTING

GIVEAWAY: A substantially similar gift given to 25 or more officials at one time.

GOODWILL: Any expenditure made on behalf of officials that has no direct relation to a specific executive, legislative or administrative action.

GRASS ROOTS LOBBYING COMMUNICATION: Any correspondence by a registered entity to any segment of the general public that encourages correspondence by those individuals to an official in support of, or opposition to, an issue. Grass roots lobbying communication includes the ensuing correspondence by the targeted individuals. The entity must make participants aware of the Illinois Grass Roots Lobbying Statement.

GRASS ROOTS LOBBYING EVENT: Any organized activity sponsored by a registered entity intended to influence the action of officials by inviting participants to a proximity where officials are accessible. The entity must make participants aware of the Illinois Grass Roots Lobbying Statement.

HONORARIUM: A payment of money to a state official for an appearance or speech, excluding any actual and necessary travel expenses incurred by the member (and one relative) to the extent that those expenses are paid by any other person. *Section 2-110 of the Governmental Ethics Act (5 ILCS 420) prohibits members of the General Assembly from accepting any honorarium.*

ITEMIZED: Any individual expenditure exceeding \$100.

LARGE GATHERING: An event held by a registered entity where 25 or more officials are invited.

NON-ITEMIZED: Any individual expenditure of \$100 or less.

NON-REPORTABLE EXPENDITURE: Examples include membership dues, campaign contributions, a lobbyist's personal expenses, office, clerical or support staff expenses, and salaries, fees and other compensations paid to a registrant for lobbying.

OFFICIALS: Members of the General Assembly, constitutional officers, and any position or title designated by a constitutional officer for the purposes of the Lobbyist Registration Act. (A list of officials is provided on pages 22-25.)

EXPENDITURE SUMMARY REPORT

The Expenditure Summary Report is used to summarize all expenditures made for a reporting period.

Mark the appropriate reporting period at the top right-hand corner.

SECTION I - ENTITY INFORMATION

List the name of the registered entity required to file the report and the name of the authorized agent (person responsible for filing and signing the report).

SECTION II - EXPENDITURE SUMMARY

Transfer the totals for each category of expenditure, whether itemized or non-itemized, from the completed schedules into the appropriate boxes.

If no expenses are being reported, place a "0" in the "Grand Total" area.

CERTIFICATION

Include the signature of the authorized agent, date, seal and signature of the notary public. Any reports submitted that do not have this area completed in full will be returned to the authorized agent.

It is necessary to complete and attach only the schedules containing the expenditures on this report.

Return completed forms to:
Secretary of State, Index Department
111 E. Monroe
Springfield, IL 62756
Phone: (217) 782-0643
Fax: (217) 524-0930
<http://www.cyberdriveillinois.com>

ILLINOIS EXPENDITURE SUMMARY REPORT

____ FILING YEAR
____ Semi-Annual (Jan. 1 - June 30)
____ Annual (Jan. 1 - Dec. 31)
____ Amended

1. The deadline for submitting semi-annual expenditure reports is July 31, for lobbying activities from January 1 through June 30. The deadline for submitting annual expenditure reports is January 31, for lobbying activities for the entire preceding calendar year.
2. Expenditure reports must be filed regardless of the amount of expenditures incurred for that reporting period. If you are reporting expenditures, the proper corresponding schedules must also accompany this report.
3. Late fees will be assessed for late filing of expenditure reports. Reports filed within 15 days after the filing deadline will incur a \$50 late fee. A report filed after 15 days of a filing deadline will incur a \$150 late fee.

SECTION I: ENTITY INFORMATION

NAME OF REGISTERED ENTITY

NAME OF AUTHORIZED AGENT

(Responsible for filing and signing of report)

E#: _____

R: _____

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SECTION II: EXPENDITURE SUMMARY

	ITEMIZED +	NON-ITEMIZED =	SUBTOTAL
TRAVEL & LODGING			
MEALS, BEV., & ENTERTAINMENT			
GIFTS			
HONORARIA			
LARGE GATHERINGS & GIVEAWAYS			

Grand Total for this Reporting Period \$ _____

CERTIFICATION

I do affirm that this report is, to the best of my knowledge, true, correct and complete as required by the Lobbyist Registration Act.

SIGNATURE OF AUTHORIZED AGENT

DATE

Subscribed to me this _____ day of _____ 20 _____.

Notary Public Signature _____

(Notary stamp or seal)

Secretary of State, Index Department
Effective 8/31/02

NON-ITEMIZED SCHEDULE

The Non-Itemized Schedule is used to list single expenditures of **\$100 or less** made on behalf of an “official.”

COLUMN 1

List the name and title of the official on whose behalf the expenditure was made. A list of applicable titles are on pages 22-25.

COLUMN 2

Check the applicable category of the expenditure.

- Travel/Lodging
- Meals, Beverages and Entertainment
- Gifts
- Honoraria

(Section 2-110 of the Governmental Ethics Act (5 ILCS 420) prohibits members of the General Assembly from accepting any honorarium.)

COLUMN 3

List the amount of the expenditure.

TOTAL

At the bottom of the page list the total for each of the four expenditure categories. Transfer these totals to the Expenditure Summary Report’s “non-itemized” column.

Note: An aggregate total per official may exceed \$100 if individual expenditures are \$100 or less.

ILLINOIS EXPENDITURE REPORT "NON-ITEMIZED" SCHEDULE

Totals from this form **MUST**
be entered on the "Lobbyist
Expenditure Summary Report"

Entity #: _____

List any single expenditure made on behalf of an "Official" of ***\$100 or less***

NAME & TITLE OF OFFICIAL ON WHOSE BEHALF EXPENDITURE WAS MADE	CHECK APPLICABLE CATEGORY	AMOUNT OF EXPENDITURE
	<input type="checkbox"/> Travel/Lodging <input type="checkbox"/> Meals, Bev., Ent. <input type="checkbox"/> Gifts <input type="checkbox"/> Honoraria*	
	<input type="checkbox"/> Travel/Lodging <input type="checkbox"/> Meals, Bev., Ent. <input type="checkbox"/> Gifts <input type="checkbox"/> Honoraria*	
	<input type="checkbox"/> Travel/Lodging <input type="checkbox"/> Meals, Bev., Ent. <input type="checkbox"/> Gifts <input type="checkbox"/> Honoraria*	
	<input type="checkbox"/> Travel/Lodging <input type="checkbox"/> Meals, Bev., Ent. <input type="checkbox"/> Gifts <input type="checkbox"/> Honoraria*	
	<input type="checkbox"/> Travel/Lodging <input type="checkbox"/> Meals, Bev., Ent. <input type="checkbox"/> Gifts <input type="checkbox"/> Honoraria*	
	<input type="checkbox"/> Travel/Lodging <input type="checkbox"/> Meals, Bev., Ent. <input type="checkbox"/> Gifts <input type="checkbox"/> Honoraria*	
	<input type="checkbox"/> Travel/Lodging <input type="checkbox"/> Meals, Bev., Ent. <input type="checkbox"/> Gifts <input type="checkbox"/> Honoraria*	
	<input type="checkbox"/> Travel/Lodging <input type="checkbox"/> Meals, Bev., Ent. <input type="checkbox"/> Gifts <input type="checkbox"/> Honoraria*	
	<input type="checkbox"/> Travel/Lodging <input type="checkbox"/> Meals, Bev., Ent. <input type="checkbox"/> Gifts <input type="checkbox"/> Honoraria*	
	<input type="checkbox"/> Travel/Lodging <input type="checkbox"/> Meals, Bev., Ent. <input type="checkbox"/> Gifts <input type="checkbox"/> Honoraria*	

TOTAL TRAVEL/LODGING \$ _____

TOTAL GIFTS \$ _____

TOTAL MEALS, BEV., ENT. \$ _____

TOTAL HONORARIA \$ _____

Page _____ of _____

* **Note:** Section 2-110 of the Governmental Ethics Act (5 ILCS 420) prohibits members of the General Assembly from accepting any honorarium.

Secretary of State, Index Department
Effective 1/1/97

This blank form may be copied if additional space is needed.

ITEMIZED SCHEDULE

The Itemized Schedule is used to list single expenditures of **more than \$100** made on behalf of an "official."

COLUMN 1

List the name and title of the official on whose behalf the expenditure was made, and the name of the lobbyist making the expenditure. (See pages 22-25 for official titles.)

COLUMN 2

Check the applicable category of expenditure.

- Travel/Lodging
- Meals, Beverages and Entertainment
- Gifts
- Honoraria

(Section 2-110 of the Governmental Ethics Act (5 ILCS 420) prohibits members of the General Assembly from accepting any honorarium.)

COLUMN 3

List the date and the amount of the expenditure.

COLUMN 4

Give a description of the expenditure.

COLUMN 5

State the subject matter (i.e., energy bill or goodwill) and name of the client (if applicable).

TOTAL

At the bottom of the page list the total for each of the four expenditure categories. Transfer these totals to the Expenditure Summary Report's "itemized" column.

ILLINOIS EXPENDITURE REPORT "ITEMIZED" SCHEDULE

Totals from this form **MUST**
be entered on the "Lobbyist
Expenditure Summary Report"

Entity #: _____

List any single expenditure made on behalf of an "Official" *in excess of \$100*

NAME & TITLE OF OFFICIAL ON WHOSE BEHALF EXPENDITURE WAS MADE NAME OF LOBBYIST MAKING EXPENDITURE	CHECK APPLICABLE CATEGORY	DATE AND AMOUNT OF EXPENDITURE	DESCRIPTION OF EXPENDITURE	SUBJECT MATTER (EXAMPLE: ENGERY BILL/ GOODWILL) NAME OF CLIENT (IF ANY)
Name: _____	<input type="checkbox"/> Travel/Lodging	Date: _____		Subject: _____
	<input type="checkbox"/> Meals, Bev., Ent.	Amount: \$ _____		Client: _____
	<input type="checkbox"/> Gifts			
	<input type="checkbox"/> Honoraria*			
Name: _____	<input type="checkbox"/> Travel/Lodging	Date: _____		Subject: _____
	<input type="checkbox"/> Meals, Bev., Ent.	Amount: \$ _____		Client: _____
	<input type="checkbox"/> Gifts			
	<input type="checkbox"/> Honoraria*			
Name: _____	<input type="checkbox"/> Travel/Lodging	Date: _____		Subject: _____
	<input type="checkbox"/> Meals, Bev., Ent.	Amount: \$ _____		Client: _____
	<input type="checkbox"/> Gifts			
	<input type="checkbox"/> Honoraria*			
Name: _____	<input type="checkbox"/> Travel/Lodging	Date: _____		Subject: _____
	<input type="checkbox"/> Meals, Bev., Ent.	Amount: \$ _____		Client: _____
	<input type="checkbox"/> Gifts			
	<input type="checkbox"/> Honoraria*			
Name: _____	<input type="checkbox"/> Travel/Lodging	Date: _____		Subject: _____
	<input type="checkbox"/> Meals, Bev., Ent.	Amount: \$ _____		Client: _____
	<input type="checkbox"/> Gifts			
	<input type="checkbox"/> Honoraria*			
Name: _____	<input type="checkbox"/> Travel/Lodging	Date: _____		Subject: _____
	<input type="checkbox"/> Meals, Bev., Ent.	Amount: \$ _____		Client: _____
	<input type="checkbox"/> Gifts			
	<input type="checkbox"/> Honoraria*			
Name: _____	<input type="checkbox"/> Travel/Lodging	Date: _____		Subject: _____
	<input type="checkbox"/> Meals, Bev., Ent.	Amount: \$ _____		Client: _____
	<input type="checkbox"/> Gifts			
	<input type="checkbox"/> Honoraria*			
Name: _____	<input type="checkbox"/> Travel/Lodging	Date: _____		Subject: _____
	<input type="checkbox"/> Meals, Bev., Ent.	Amount: \$ _____		Client: _____
	<input type="checkbox"/> Gifts			
	<input type="checkbox"/> Honoraria*			

TOTAL TRAVEL/LODGING \$ _____

TOTAL GIFTS \$ _____

TOTAL MEALS, BEV., ENT. \$ _____

TOTAL HONORARIA \$ _____

* Note: Section 2-110 of the Governmental Ethics Act (5 ILCS 420) prohibits members of the General Assembly from accepting any honorarium.

Page _____ of _____

Secretary of State, Index Department
Effective 1/1/97

This blank form may be copied if additional space is needed.

LARGE GATHERINGS OR GIVEAWAYS SCHEDULE

The Large Gatherings or Giveaways Schedule is used to list expenditures incurred when hosting a reception or benefit where there are **25 or more** “officials” invited, and to list expenditures incurred for generic gifts, product samples or substantially identical items given to **25 or more** “officials.”

COLUMN 1

Check the applicable category of the expenditure.

- Gathering
- Giveaway

COLUMN 2

- Give a general description of the gathering or giveaway.
- State the estimated total number of attendees and estimated number of officials attending a gathering or the estimated number of officials receiving a giveaway.

COLUMN 3

State the date and total amount of the expenditure.

TOTAL

At the bottom of the page list the total of the large gatherings and/or giveaways. Transfer this total to the appropriate box on the Expenditure Summary Report.

Note: If the gathering is hosted by more than one registered lobbying entity, the total may be prorated to reflect each entity’s portion.

ILLINOIS EXPENDITURE REPORT "LARGE GATHERINGS OR GIVEAWAYS" SCHEDULE

Totals from this form **MUST**
be entered on the "Lobbyist
Expenditure Summary Report"

Entity #: _____

Large gathering expenditures are those which are incurred when hosting a reception or benefit to which there are 25 or more officials invited.

Giveaway expenditures are those which are incurred for generic gifts, product samples or substantially identical items given to 25 or more officials.

CHECK APPLICABLE CATEGORY	GENERAL DESCRIPTION OF GATHERING OR GIVEAWAY	DATE AND TOTAL AMOUNT OF EXPENDITURE
() Gathering	Description: _____	Date: _____
() Giveaway	_____ Est. Total Number of Attendees _____ Est. Number of Officials Attending _____ Est. Number of Officials Receiving (Giveaway)	Amount: \$ _____
() Gathering	Description: _____	Date: _____
() Giveaway	_____ Est. Total Number of Attendees _____ Est. Number of Officials Attending _____ Est. Number of Officials Receiving (Giveaway)	Amount: \$ _____
() Gathering	Description: _____	Date: _____
() Giveaway	_____ Est. Total Number of Attendees _____ Est. Number of Officials Attending _____ Est. Number of Officials Receiving (Giveaway)	Amount: \$ _____
() Gathering	Description: _____	Date: _____
() Giveaway	_____ Est. Total Number of Attendees _____ Est. Number of Officials Attending _____ Est. Number of Officials Receiving (Giveaway)	Amount: \$ _____
() Gathering	Description: _____	Date: _____
() Giveaway	_____ Est. Total Number of Attendees _____ Est. Number of Officials Attending _____ Est. Number of Officials Receiving (Giveaway)	Amount: \$ _____

TOTAL \$ _____

Page _____ of _____

Secretary of State, Index Department
Revised 6/1/98

This blank form may be copied if additional space is needed.

GRASSROOTS LOBBYING STATEMENT

The Grassroots Lobbying Statement is provided by registered umbrella organizations whose member organizations and individual members make a reportable expenditure(s) through grassroots communications or events.

These statements allow member organizations or individual members to make and report an expenditure(s) through the registered umbrella organization without having to register themselves as lobbyists.

SECTION I - REGISTERED ENTITY & GRASSROOTS LOBBYIST

List the name of the entity sponsoring the grassroots lobbying event or communication and the date of the event or communication. Also include the name and address of the grassroots lobbyist (the non-lobbyist who made the reportable expenditure).

SECTION II - GRASSROOTS EXPENDITURE

COLUMN 1

List the name and title of the official on whose behalf the expenditure was made.

COLUMN 2

List the total amount spent.

GRAND TOTAL

List the grassroots expenditure grand total.

CERTIFICATION

Include the signature of the grassroots lobbyist and the date.

Note: Please contact the Index Department about questions regarding grassroots lobbying or properly completing your expenditure report.

**ILLINOIS
GRASS ROOTS
LOBBYING STATEMENT**

SECTION I: REGISTERED ENTITY & GRASS ROOTS LOBBYIST

(For use by a non-lobbyist who makes reportable expenditures resulting from a grass roots communication or a grass roots lobbying event sponsored by a registered entity.)

Name of Registered Entity Sponsoring Event or Communication: _____ Date of Event: _____

Name and Address of Grass Roots Lobbyist

Name: _____

Address: _____

Phone: _____

SECTION II: GRASS ROOTS EXPENDITURES

NAME AND TITLE OF OFFICIAL ON WHOSE BEHALF EXPENDITURE WAS MADE	TOTAL AMOUNT SPENT

Grass Roots Expenditures

Grand Total \$ _____

CERTIFICATION

I affirm that the information contained on this form is true, accurate and complete to the best of my knowledge, and that I made this expenditure in conjunction with a grass roots lobbying event or communication, and have submitted this notification to the registered entity listed above in time to accompany their Lobbyist Expenditure Report.

Signature of Grass Roots Lobbyist: _____

Date: _____

Secretary of State, Index Department
Effective 1/1/97

This blank form may be copied if additional space is needed.

LIST OF OFFICIALS

Pursuant to Section 560.410 of the rules on Lobbyist Registration and Reports (2 Ill. Adm. Code 560), the following position titles have been deemed to be “officials” by their employing constitutional officer for the purposes of the Lobbyist Registration Act (25 ILCS 170).

CONSTITUTIONAL OFFICERS

- Governor
- Lieutenant Governor
- Attorney General
- Secretary of State
- Comptroller
- Treasurer

GOVERNOR’S OFFICE

- Chief Legal Counsel
- Chief of Staff
- Deputy Chief of Staff - Chicago
- Deputy Chief of Staff - Springfield
- Deputy Governor for Education and Workforce
- Deputy Governor for Program Planning
- Deputy Governor for Public Safety
- Director of Bureau of the Budget
- Director of Communications
- Director of Legislative Affairs
- Director of Policy Development
- Press Secretary

CODE DEPARTMENTS

Directors, Assistant Directors and General Counsel of the following agencies:

- Aging
- Agriculture
- Central Management Services
- Children and Family Services
- Commerce and Community Affairs
- Corrections
- Employment Security
- Financial Institutions
- Human Rights
- Human Services
- Insurance
- Labor
- Lottery
- Natural Resources
- Nuclear Safety
- Professional Regulation
- Public Aid
- Public Health
- Revenue
- State Police
- Transportation
- Veterans’ Affairs

NON-CODE DEPARTMENTS

Directors, Assistant Directors and General Counsel of the following agencies:

- Banks and Real Estate
- Emergency Management Agency
- Environmental Protection Agency
- Fire Marshal
- Historic Preservation Agency
- Military Affairs

BOARDS AND COMMISSIONS

Chairmen, Executive Directors and General Counsel of the following:

- Capital Development Board
- Civil Service Commission
- Commerce Commission
- Educational Labor Relations Boards
- Gaming Board
- Human Rights Commission
- Illinois Development Finance Authority
- Illinois Educational Facilities Authority
- Illinois Health Facilities Authority
- Illinois Housing Development Authority
- Illinois Student Assistance Commission
- Industrial Commission
- Liquor Control Commission
- Pollution Control Board
- Prisoner Review Board
- Property Tax Appeal Board
- Racing Board
- State/Local Labor Relations Boards
- Toll Highway Authority

LIEUTENANT GOVERNOR'S OFFICE

- Chief Fiscal Officer
- Chief of Staff
- Chief of Strategic Planning
- Director of Scheduling
- Legislative Affairs Director
- Policy Executive
- Press Secretary
- Rural Affairs Coordinator
- Senior Policy Executive

ATTORNEY GENERAL'S OFFICE

Chief Deputy Attorney General
Chief of Staff
Counsel to the Attorney General
Deputy Attorney General/Child Support Enforcement
Deputy Attorney General/Civil Litigation
Deputy Attorney General/Criminal Justice
Deputy Attorney General/Springfield & Regional Coordination
Deputy Chief of Staff/Administration
Deputy Chief of Staff/Policy & Legislative Affairs
Senior Counsel to the Attorney General
Solicitor General

SECRETARY OF STATE'S OFFICE

Chief Auditor
Deputy Chief Auditor
Deputy Chief of Staff
Deputy Director of Intergovernmental Affairs
Deputy Secretary of State/Chief of Staff
Director of Intergovernmental Affairs
Director of Policy and Programs
General Counsel
Inspector General
Press Secretary

Directors, Chief Deputy Directors and Deputy Directors of the following departments:

Accounting Revenue	Information Technology
Administrative Hearings	Legislative Affairs
Archives	Library
Budget and Fiscal Management	Personnel
Business Services	Physical Services
Communications	Police
Court of Claims	Securities
Driver Services	Senior and Community Services
Index	Vehicle Services

COMPTROLLER'S OFFICE

Assistant Comptroller - Fiscal Policy
Assistant Comptroller - Policy & Planning
Assistant Comptroller - Operations
Chief of Staff
Deputy Director of Legal Affairs
Director of Administrative Services & Budget
Director of Cemetery Care & Burial Trusts
Director of Communications
Director of Financial Reporting
Director of Human Resources
Director of Information Technology
Director of Internal Audits
Director of Issues Development
Director of Legal Affairs
Director of Legislative Affairs
Director of Local Government

Director of Research & Fiscal Information
Director of State Accounting
Legislative Liaison
Press Secretary
Purchasing Agent

TREASURER'S OFFICE

Assistant Director of the Unclaimed Property Division
Chief Internal Auditor
Chief of Staff
Deputy Chief of Staff for Law and Policy
Deputy Chief of Staff/Chief Fiscal Officer
Deputy Director of the Illinois Funds
Director of Community Initiative/Intergovernmental Affairs
Director of Economic Development
Director of Human Resources
Director of the Illinois Funds
Director of the Unclaimed Property Division
Inspector General
Manager of Accounting
Manager of Banking
Manager of Estate Tax
Manager of Financial Education
Manager of Intergovernmental Affairs
Manager of MIS
Manager of the Warrant Division
Portfolio Manager
Press Secretary

MEMBERS OF THE GENERAL ASSEMBLY



www.cyberdriveillinois.com

**Secretary of State
Index Department
111 E. Monroe
Springfield, IL 62756
Phone: 217-782-0643
Fax: 217-524-0930**

www.cyberdriveillinois.com

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